

CPS Classroom Use

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****DO THIS FIRST: Submit a ticket in <http://techsupport> with the KISD barcode of the computer in your classroom to request that CPS be installed.**

Creating Classes

1. Click on the Classes tab. Note that your classes are on the left side of the window, and students are on the right side.
2. Click the New button under Classes.
3. For title, type your last name and class period then press Save.
4. Press the New button to create a new class and complete the information then press Save again.



5. When you are done, press the Done button.

Creating Students

6. Click on the Classes tab.
7. Select a class by clicking once on the class you would like to use. Click the New button under Students.
8. Using the Student Information fields at the bottom of the window, type in the students' information. (Tip: The fastest way to do it is type the First Name, press Tab, Last Name, Enter. Enter saves the data and brings up a new student.)



Classes

New... Edit... Delete Import... Export... Print... Attendance...

Class	Students
Barta5	23
Barta6	28
test	0

Students

New... Delete Show All

First Name	Last Name	Pad ID
Student	1	1

Student Information

First Name: Gender: Student ID:
 Last Name: Ethnicity: Pad ID:

Save Cancel

Creating Lessons

- Click on the Lessons tab. Note the lessons are on the left side of the window and the individual questions are on the right side.
- Click once on your database. (It will say *yourname.cps*.) Go to Tools/New Lesson.
- Give your CPS lesson a title. You can give more information in the description if you so desire.



Parent: Barta.cps

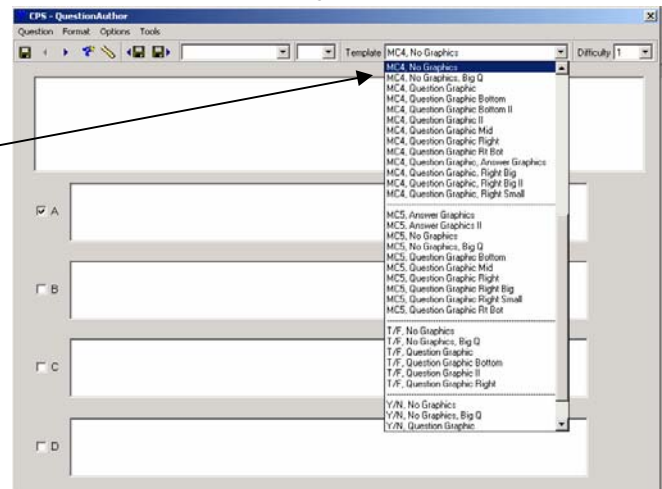
Title:

Description:

Unique Identifier:

Creating Questions

- Click on the Lessons tab then click once on the lesson to which you would like to add questions.
- Go to Tools/New Question.
- Type your questions and answers.
 - The Template drop-down menu will allow you to select different types of questions (including ones with images).
 - Put a check in the box by the correct answer.
 - Press to save.
 - Press to save and move to the next or previous question.
 - Press to stop adding questions. Be sure to save the last one.



Challenge Boards

Once questions have been created, you can create a Team Activity that is a Jeopardy-style game

- Create a new class titled *Groups*. Create as many students as you would like groups. You can name them *Group1, Group2...etc...*
- Click the Team Activities tab.
- Press the New Challenge button.
- Title your Jeopardy game then categories. (It's okay if it's Misc I, II, III and IV if you don't have four distinct categories to use.)



Challenge Board Title:

Category 1 Title: Category 3 Title:

	Russia/CIS	Europe	Latin America
10 - 0	10 - 0	10 - 0	10 - 0
20 - 0	20 - 0	20 - 0	20 - 0
30 - 0	30 - 0	30 - 0	30 - 0
40 - 0	40 - 0	40 - 0	40 - 0
50 - 0	50 - 0	50 - 0	50 - 0

Number	Question Stem	Type	Difficulty
1	An apple is what color?	MC 4	1
2	The sky is what color?	MC 4	1
3	Grass is what color?	MC 4	1

Challenge game, the questions in that lesson will appear in the bottom window. Click and drag the questions to the category and point value you would like to use.

20. When engaging your lesson, be sure to select your Groups class.

21. Once engaged, pressing Student will select a random student to pick a category.

File Settings Student...

There it is!

There it is! employs the Student Managed Assessment mode in a fastest-finger format. Each team or student answers a different question at a time, so shouting out responses is useless.

- The first team/student to correctly respond to their own question receives bonus points.
- Teams/Students who answer correctly, but did not answer first, receive the standard point value that is set.
- Teams/Students who did not answer correctly or did not answer at all get 0 points.

The points accumulate over the There it is! session, and before long you have a winner.

To set the standard and bonus point value distributed to teams/students, do the following:

22. Go to the Team Activities tab.

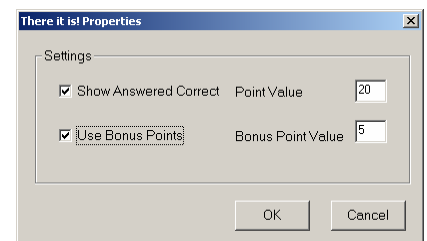
23. Click Settings.

24. The There it is! Properties window appears.

25. Here you can select your standard/bonus point values, whether or not you would like to show if students answered correctly on each question, and/or if you want to use bonus points.

26. Select your preferences and click OK.

NOTE: The settings you input will apply to all lessons in the Team Activities tab until otherwise changed.



Follow the directions below to learn how to engage the There it is! game:

27. Give your class a print out of the course material they will be answering during the There it is! session.

28. Click the Team Activities tab.

29. Click the There it is! button from the side menu.

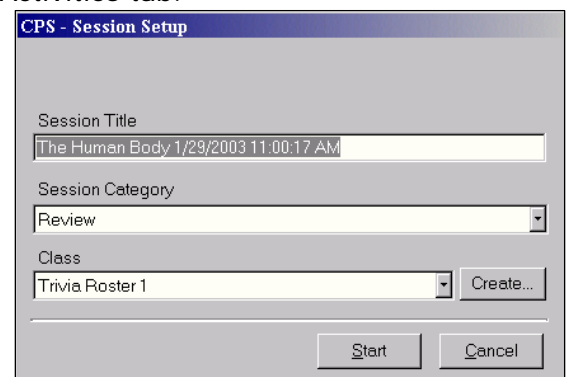
30. Select the Lessons or Standard tab from the window that opens.

31. Find and highlight a lesson or standard that has questions in it you would like to present to your class. Remember, this can be a FastGrade lesson, which is just an answer key that accompanies existing hard copy material like tests, homework, quizzes, etc.

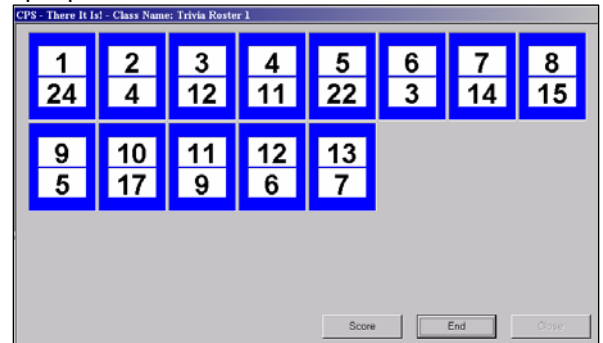
32. Click the Engage button from the top of the Team Activities tab.

33. The CPS Session Setup dialog box open.

- a. Session Title indicates what name you can look under for session data from the Reports tab.
- b. Choose one of the Session Categories to identify the purpose of the session.



- c. Class is the roster of team/students who are assigned pad IDs and their responses tracked.
34. Click Start after you have selected your session setup options.
35. A window opens and displays a student managed assessment board, consisting of pad ID numbers (top row or each row) and question numbers (bottom row of each row):
36. Click Start from the delivery window. A new delivery window opens and displays the pad ID numbers with different questions:

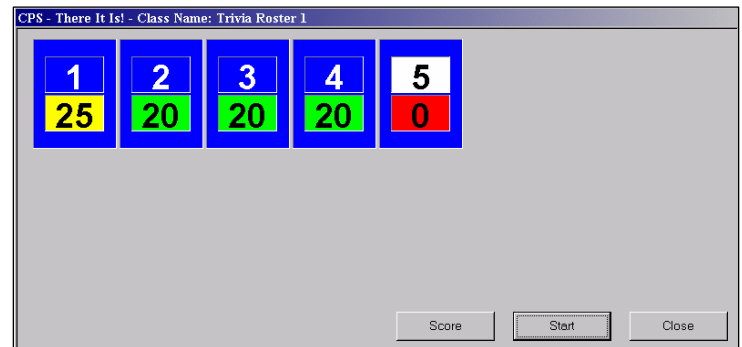


Notice that each pad ID is answering a different question.

For example, pad ID 1 will answer question 24; Pad ID 2 will answer question 4; etc.

37. As teams/students answer their own question, their pad ID turns blue. They can change their response anytime before you end this question delivery.
38. Click End when all teams/students have responded.
39. The point values awarded to the teams/students for their responses are displayed:

- Pad ID 1 received 25 points for answer correctly first.
- Pad IDs 2-4 received 20 points each for answer correctly but after pad ID 1.
- Pad ID 5 did not respond at all because their pad ID is not blue, therefore they received no points.



40. At this point you can click Score to see the name of each person or team responding and their points, or you can click Start again to go onto the next question.
41. When you delivery the next question, each pad ID gets a new and different question than they had before and from anyone else in the class.
42. When the last question has been answered, the Start button is deactivated and the only option is to review the Score or Close the game.
43. The Score is tallied for each participant:

There It Is! Score		
Team	Pad	Score
Team Blue	1	205
Team Orange	2	185
Team Purple	3	215
Team Yellow	4	185
Team Red	5	0

44. Click Close from the Score window and from the There it is! delivery window.
45. CPS asks if you would like to display the questions that were missed by the participants. Click Yes or No. If you click No, you can review the session data from the Reports tab.
46. If you click Yes, the questions missed are displayed in a teacher managed delivery format. Students can respond but their answers are not saved or recorded as session data.

Reports

INSTALL A PRINTER FIRST THEN SET THE DEFAULT PRINTER or it won't work (the program will close)! Reports are very useful in telling how your students performed. The most useful reports are as follows:

47. Instructor Summary-Gives a list of students and grades
48. Question Report-Each question is on a separate page, and you can see which students missed each question
49. Response Report-For each question, it tells you what percentage of the class answered each option

Starting/Engaging a Lesson

50. In the left side of the screen, click once on the lesson you would like to use.

51. Press the Engage Lesson(s) button.



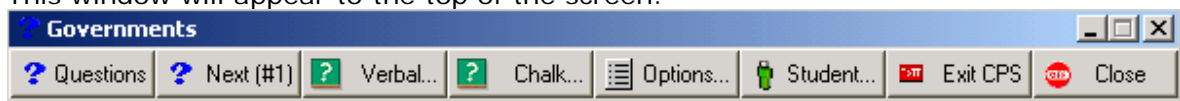
52. This window will appear.


Teacher Managed-Teachers set the pace and lead the class
Student Managed Assessment-Students have a hard copy of a worksheet or test. They have once chance to answer a question correctly
Student Managed Practice-Students have a hard copy of a worksheet or test. They cannot move to the next question until they have answered a question correctly.

Uncheck the Export to Question Grid box. (It creates an Excel spreadsheet in your CPS folder.)

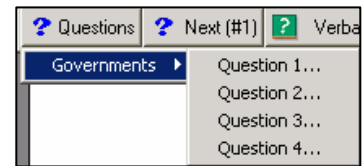
Select a Session Category. Class Participation is fine.
 Select the correct class from the drop down arrow and press Start.

53. This window will appear to the top of the screen.



- a. Press the Options button and make sure *Show Pads That Have Responded* is checked. You shouldn't have to do this every time, but this will help you see which students have already answered.
- b. Clicking Next (#1)  will start the lesson with the first question. This is the fastest way to begin.

- c. **Or** you can press Questions and use the drop down menu to begin using a question in the middle of your lesson.




54. A window will appear that displays a question and answer. **Students will not be able to answer with their response pads until you press Start.**

55. Once you press Start, this will appear at the bottom of the window. As students respond, the number of their number pads will turn blue letting you know who still needs to respond. Press End after everyone has answered.



56. Press the Close button when you have completed the lesson.

57. After you have pressed close this will appear again. Press  Close to return to CPS or Exit CPS to close the program completely.



Importing Activities in CPS

58. Make sure the database that has the activity you want to import is placed on a networked drive or a flash drive.

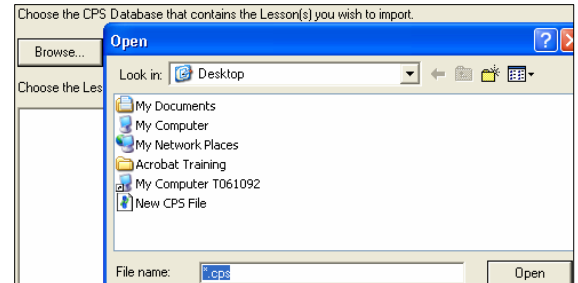
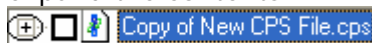
59. Open your database.



60. Go to Tools/Import. Tools

61. Browse to the database either on the networked drive or flash drive and press open.

62. If you see this "+" before the file, press it to expand the contents.



63. Once you have located the activity you need to import, check the box and press OK.

